

HAMILTON COUNTY JOB OPPORTUNITY

Posting Number: 219-05

December 28, 2005

POSITION: Secretary to Section Chief

DEADLINE TO APPLY: January 11, 2006

CLASSIFICATION: Administrative Secretary
DEPARTMENT: Job and Family Services
LOCATION: Children's Services Care Management Unit
222 E. Central Parkway
Cincinnati, Ohio 45202
WORK HOURS: 80 Hrs. Bi-Weekly
FLSA STATUS: Hourly/FLSA Non-Exempt
SALARY: \$13.91 - \$18.36 Hourly

Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

Completion of secondary education with advanced coursework in secretarial science supplemented by two years related experience or equivalent combinations of training and/or experience which evidences an advanced knowledge of secretarial science.

Listed below is a brief summary of the JOB DUTIES:

Coordinates and performs full range of administrative and secretarial activities assigned by the section chief of Children's Services Program Support. Relieves section chief of routine administrative duties and acts in his/her behalf in these situations; interacts with outside consultants scheduling meetings, responding to inquiries, furnishing information and working on special projects. Prepares correspondence for section chief's review, approval and signature as required. Coordinates section chief's schedule. Updates agency database with section staffing changes. Assists section chief with personnel related duties. Maintains confidential materials. Attends supervisory meetings, scribes and distributes minutes. Assists section supervisors in program area with administrative functions as required. Assist with maintenance of table of organization of the respective section. Provides guidance and assistance to section secretaries/administrative assistant. Utilizes Oracle and Performance to process requisitions for bill payments, vouchers and reimbursements. Assists section chief with budget maintenance and monitoring. Maintains spreadsheet to track section spending. Consults with Fiscal and Purchasing on behalf of section manager to resolve fiscal issues. Supervises clerical support staff. Monitor and evaluate staff performance. Meets with staff individually and collectively on a monthly basis. Trains and informs staff on job functions, policy and procedural changes. Delegate work assignments. Attends necessary approved training as required. Performs other related duties as assigned.

HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Personnel Department
County Administration Building
138 East Court Street, Room 707
Cincinnati, OH 45202

FAX your resume/application to: 513-946-2377

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.